



Department of Social Services

MEDICAL CONSULTANT I, DEPARTMENT OF SOCIAL SERVICES

Departmental Open Examination

SM40-77841-7PB46

Location: Spot- Roseville, Sacramento, Oakland, Stockton, Fresno, Los Angeles, San Diego

Continuous Filing

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is a Departmental Open Examination. Applications will not be accepted on a promotional basis. Career credits will not be granted.

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated on this bulletin may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for twelve (12) months.

HOW TO APPLY The Application and the Training and Experience Evaluation will be available on a continuous basis on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information and take the Training and Experience Evaluation on the Internet.

DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE MEDICAL CONSULTANT I, DEPARTMENT OF SOCIAL SERVICES EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. **DO NOT** contact the State Personnel Board or the Department of Social Services for this information. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA does have Internet terminals that are available for public use at no cost. For more information contact the Service Center at 916-653-1705.

You may apply and take the examination on the Internet by connecting to:

http://www.spb.ca.gov/employment/exam_start.htm

Follow the online instructions. Please note that the Internet system will be unavailable on Tuesdays between 7:00am and 1:00pm, Pacific Standard Time, for processing and maintenance. **DO NOT** begin the application process on the Internet during this time as your record will **NOT** be processed.

APPLICATION DEADLINE

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SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502.

SALARY RANGE

Medical Consultant I, DSS:
Range A: \$8711-\$11381
Range B: \$9132-\$11932
Range C: \$9398-\$12280

**MINIMUM
REQUIREMENTS**

All applicants must meet the Minimum Qualifications on the date of submission of their application for examination.

**POSITION
DESCRIPTION**

The incumbent, under general direction in a Disability Evaluation Division Branch Office, reviews and interprets medical evidence submitted by physicians and treating sources to determine an applicant's eligibility for disability benefits.

Positions exist in Roseville, Sacramento, Oakland, Stockton, Fresno, Los Angeles, and San Diego

**MINIMUM
QUALIFICATIONS**

License: Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.)

AND

One year of experience in the practice of medicine exclusive of the internship.

**TEST INFORMATION
and SCOPE**

Scope: The examination for the Medical Consultant I, Department of Social Services will be weighted 100% Training & Experience Supplemental Application and will evaluate candidates education and experience based on the following knowledge and abilities:

Knowledge of:

- Principles and practices of general medicine and surgery.
- Ancillary services.
- Methods of diagnosing disorders in claimants for further medical evaluation.

Skill to:

- Analyze situations accurately to make reasoned decisions and adopt effective courses of action.
- Orally communicate effectively in order to exchange and/or provide information.
- Prepare written documents.

Ability to:

- Interpret and apply the medical policies and standards of the Department's program.
 - Establish and maintain cooperative relations with those contacted in the work.
 - Analyze situations accurately, and take effective action.
 - Use computer effectively.
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**ELIGIBLE LIST
INFORMATION**

Names of successful competitors are merged onto the list in order of final scores regardless of date. Eligibility expires 12 months after it is established. A candidate may be tested only once during any 12 month period.

**VETERANS'
PREFERENCE**

Veteran's Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S PREFERENCE CREDITS.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Social Services and the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open entrance examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

CALIFORNIA STATE PERSONNEL BOARD
801 Capitol Mall
Sacramento, CA 94244-2010
(916) 653-1502 – TTY: (916) 654-6336